

Role Title: Artist Liaison
Team: ARTery
Department: CURATION, ARTS & CULTURE

Updated: 9-Sept-18

Position Filled by:

Role Summary/Purpose: Acting 2-I-C to Artery Team. Specifically involved with the Art Grant Selection Committee, as both a member and an advisor. After which my purpose is to work directly with potential and final grant recipients, answering questions, collating documents and data, submitting financial payouts, and coordinating site placements and safety registry, etc. Once on site, I will assist the artists as needed.

Major team projects for 2018:

- Update the Google forms for art registration, small and large grants
- Update Trello for the year's schedule and due dates
- Update the canned responses for all replies regarding grant applications
- Update the Artery Site Manual as required
- Create training resources for Concierge Team

Working Relationships:

- ARTery On Site & Volunteer Manager to assist with placement & training of concierge team
- ARTery Finance Lead for contracts and paperwork
- FART to ensure paperwork and approvals are completed for fire projects
- Site Safety to ensure risk registers are completed
- Indigenous Liaison for placement of Indigenous art projects
- Town Planner for art placement
- Theme Camps for art placement that relates to theme camps

Time/Dates Required:

Year round: 5 hours per week (on average)

August-September: 20 hours per week

On site: approx 5 hours per day pre-event for placement and registration

Duties/Responsibilities:

- Manage the inbox arterygrants@ with incoming queries from artists specifically
- Assist with the management the AGSC and help the selection process run smoothly
- Communicate accepted/declined grant proposals to artists

- Create and follow through with individual artist contracts
- Work with Finance to pay out artists during the lead up and post event
- Work with Town Planner to place all art according to their requests and needs
- Gather all Risk Registers pre event and work with WHS lead
- Assist on site with placement and issues that come up for the artists during the event

Necessary Qualities, Knowledge and Experience:

- Familiarity with Burning Seed team leads structure
- Familiarity with the Matong site
- Understanding of the calendar of events leading up to the event and an awareness of deadlines associated with it

Desirable Qualities, Knowledge and Experience:

- Be able to work independently as well as within the small selection committee
- Time management and an awareness of deadlines and dates
- Ability to travel and assess art proposals, based on past experiences and festivals.